



QCTO Policy on Accreditation of Skills Development Providers

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List of acronyms

AQP	Assessment Quality Partner
DQP	Development Quality Partner
FLC	Foundational Learning Competence
QCTO	Quality Council for Trades and Occupations
SDA	Skills Development Act
SETA	Sector Education and Training Authority

Glossary

Accreditation	The certification, usually for a particular period, of a body or an institution as having the capacity to fulfill a particular function in the quality assurance system.
Accreditation scope	The list of knowledge and practical skill modules for which a body is accredited to provide learning and internal assessment.
Assessment	The process of collecting evidence of a learners' work to measure and make judgments about the competence or non-competence of specified NQF registered trades and occupational qualifications and part qualifications.
Assessment Quality Partner (AQP)	A body delegated by the QCTO to manage and coordinate the external integrated summative assessments of specified NQF registered trades and occupational qualifications and part qualifications.
Audit	A examination of records or financial accounts to check their accuracy.
Occupational qualification	A qualification associated with a trade, occupation or profession, resulting from work-based learning, developed and quality assured under the auspices of the QCTO and consisting of the knowledge, practical skills and work experience standards and requires an external summative assessment,
Skills development provider (SDP)	A provider accredited by the QCTO to offer components of occupational qualifications or part qualifications and conduct internal formative and summative assessments.

Preamble

The Quality Council for Trades and Occupations (QCTO) was established in 2010 in terms of section 26G of the Skills Development Act, of 1998 as a juristic person. It was listed as a public entity in Gov Gazette No 33900 of 31 December 2010 effective from 1 April 2010 to establish the Sub-framework for Trades and Occupations. It is responsible for the development, maintenance and quality assurance of qualifications within its sub-framework.

Accreditation of skills development providers is an integral and critical component of the QCTO's quality assurance system with regards to the provision of learning and internal assessments.

Occupational qualifications comprise three components: knowledge, practical and workplace experience. Each occupational qualification has an associated occupational curriculum, downloadable from the QCTO website, to guide implementation. Providers offering the knowledge and/or practical skills components are considered skills development providers and will be accredited by the QCTO. Employers offering opportunities to learners for the work experience component will not need to be accredited. SETAs will approve workplaces within their economic sector if the requirements stated in the work experience curriculum component can be met.

1. Purpose

This policy outlines the requirements for the accreditation of Skills Development Providers (SDPs) to ensure the quality of learning provision. It covers institutional and programme accreditation.

2. Legislative and regulatory framework

In terms of the Skills Development Act, 1998 (Act 97 of 1998), the QCTO may accredit occupational skills development providers to offer occupational qualifications.

This policy and criteria is based on the QCTO Policy on Delegation of Qualification Design and Assessment to Development Quality Partners (DQPs) and Assessment Quality Partners (AQPs).

3. Audience and applicability

This policy applies to any provider wishing to offer the knowledge and practical components of an occupational qualification or part qualification or Foundational Learning Competence.

Providers seeking accreditation must apply to the relevant AQP in the prescribed format.

4. Responsibilities of accredited skills development providers

- 4.1 An accredited SDP must, in respect of the curriculum component(s) for which it is accredited:
- a) provide occupational learning as specified within the relevant curriculum component(s);
 - b) conduct formative assessment, as specified within the relevant curriculum component(s);
 - c) internally moderate at least 25% of formative assessments or a minimum of 3 formative assessments;
 - d) issue statements of internal summative assessment results for modules completed to learners in the form and manner required by the QCTO;
 - e) report on the performance of learners in the form and manner required by the QCTO;
 - f) develop or source and maintain appropriate or relevant learner support materials for the relevant curriculum components; and
 - g) enroll learners for the external assessment in the form and manner required by the AQP.

5. Responsibilities of the AQP

- 5.1 The responsible AQP must:
- a) recommend institutional and programme accreditation of SDPs to the QCTO;
 - b) monitor the performance of SDPs; and
 - c) inform SDPs of intended site visits.
- 5.2 The responsible AQP may:
- a) conduct quality assurance visits to ensure compliance with QCTO requirements; and
 - b) recommend withdrawal of accreditation at its discretion if compliance and performance conditions are not met.

6. Responsibilities of the QCTO

- 6.1 The QCTO must consider recommendations from AQPs for SDP accreditation.
- 6.2 The QCTO will evaluate and may verify the information on the AQP recommendations for the accreditation of an SDP.
- 6.3 The QCTO will make a decision as to whether to accredit the recommended SDP within 30 working days of receiving the recommendation.
- 6.4 The QCTO must notify the AQP of its decision.
- 6.5 If the QCTO grants accreditation of an SDP, it will publish on its official website the following information –

- a) the relevant details of the accredited SDP; and
 - b) the occupational qualifications the SDP is accredited to provide.
- 6.6 If accreditation is withdrawn, the QCTO must inform the AQP and remove the SDPs details from its official website.

7. Criteria for accreditation of skills development providers

- 7.1 The QCTO will accredit an entity as an SDP for a specified occupational qualification or part qualification if recommended by an AQP and if that entity satisfies the criteria listed below.

The entity must:

- a) be a juristic person registered or established in terms of South African law;
 - b) have a valid tax clearance certificate issued by the South African Revenue Service if applicable;
 - c) have a suitable and compliant MIS in accordance with QCTO specifications;
 - d) be safe, secure and accessible to candidates;
 - e) meet the relevant standards for occupational health and safety;
 - f) have the required physical resources (e.g. venue; equipment, machinery or protective clothing), specified by the AQP to assess learners' competence regarding the occupational qualification or part qualification;
 - g) have appropriately qualified human resources as specified by the AQP; and
 - h) make provision for any other requirements specified for the relevant trade, occupational qualification or part qualification.
- 7.2 For institutional accreditation, the SDP must:
- a) meet the criteria stipulated in 7.1;
 - d) provide evidence of systems to manage learning and track learner performance;
 - e) provide work place based learning opportunities;
 - f) provide evidence of suitably qualified staff to facilitate learning;
 - g) submit completed application forms to the relevant AQP; and
 - h) comply with the AQPs monitoring and evaluation process.
- 7.3 For programme accreditation, the SDP must:
- a) provide evidence of suitably qualified staff to facilitate learning; and
 - b) have the required machinery and equipment to facilitate learning.

- 7.4 Evidence must be provided of a maintenance plan for machinery, equipment facilities and a procurement plan for consumables, where relevant.
- 7.5 The SDP requesting accreditation for the knowledge component must provide evidence of a strategy to ensure linkages to providers offering the practical component of that occupational qualification.
- 7.6 The SDP requesting accreditation for the practical skills component must provide evidence of a strategy to ensure linkages to providers offering the knowledge component of that occupational qualification.
- 7.7 Any institution accredited as a provider by the quality council for general and further education and training or the quality council for higher education referred to in sections 25 and 26 of the National Qualifications Framework Act is deemed to satisfy the general requirements for accreditation.

8. Duration of accreditation

- 8.1 Institutional accreditation of the SDP is valid:
 - a) for a period of 5 years from the date the QCTO grants accreditation; or
 - b) until the SDP is de-accredited in terms of Section 12 of this policy.
- 8.2 Programme accreditation of the SDP is valid:
 - a) for a period of 5 years from the date the QCTO grants programme accreditation; or
 - b) until the SDP is de-accredited in terms of Section 12 of this policy.

9. Applying for accreditation as a skills development provider

- 9.1 Any provider wishing to offer the knowledge and practical components may apply to the relevant AQP for accreditation in the form and manner prescribed by the QCTO.
- 9.2 Any entity or body wishing to provide the Foundational Learning curriculum for mathematical literacy or communication, may apply to the AQP for accreditation in the form and manner prescribed by the AQP.

10. Amendment of scope of accreditation

The following applies to institutional and or programme accreditation for specified occupational qualifications or part qualifications:

- 10.1 An SDP may increase its scope by applying to the AQP.
- 10.2 The AQP will recommend the amendment of scope to the QCTO.
- 10.3 The QCTO may amend the scope, if:
 - a) the AQP recommends the provider to provide training for one or more additional occupational qualifications. In such a case the generic

requirements will be deemed to be met, and the extension of scope application will be restricted to the additional curriculum components; and

- b) the QCTO determines that an accredited provider no longer has the capacity to conduct the training for which it has been accredited.

10.4 In all cases of an amendment to scope, the QCTO will inform the AQP and fulfil all its responsibilities as detailed in Section 6 above.

10.5 The accredited provider shall inform the AQP in writing, within 10 working days, of any changes that may influence its capacity to deliver outcomes for which accreditation had been awarded.

10.6 The AQP will give the provider a performance development plan with stipulated timeframes, depending on the severity of the change, in order to ensure the accreditation status is not affected and the learners are not disadvantaged.

10.7 Upon audit findings, the AQP may at its discretion reduce the scope of accreditation.

11. Withdrawal of accreditation of skills development providers

11.1 Accreditation of an SDP may be withdrawn by the QCTO on recommendation of the AQP for one or all components that it is accredited to provide. Reasonable grounds include, but are not limited to:

- a) failure to comply with specified accreditation criteria;
- b) inability to perform its functions adequately;
- c) failure to conduct training over a 12 month period;
- d) failure or refusal to comply with the relevant AQP reporting requirements including but not limited to:
 - i) inaccurate statements of results;
 - ii) poor record keeping; and
 - iii) poor internal moderation.

11.2 The SDP may appeal the de-accreditation recommendation to the QCTO at a cost determined by the QCTO.

11.3 If de-accreditation is appealed, the QCTO will convene an appeals committee to consider any representations received, and will notify the AQP and the SDP of its appeal decision in writing.

12. Complaints and appeals

12.1 In the event of a dispute arising between the AQP and the SDP, both parties must endeavour to negotiate in good faith with a view to settling the dispute amicably.

- 12.2 The aggrieved SDP must notify the QCTO or delegated partner in writing within 7 working days of an accreditation decision dispute.
- 12.3 If the negotiations fail, the dispute must be referred to the QCTO Appeals Committee for resolution.

13. Quality assurance and monitoring of policy implementation

- 13.1 The delegated AQP will monitor the performance of accredited SDPs.
- 13.2 The QCTO will monitor the performance of the AQP in terms of this policy.
- 13.3 The QCTO will review this Policy on Skills Development Provider Accreditation at least every three years.